



PERFORMANCE SECURITY INSTRUCTIONS

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A. Please submit the following attached items:

1. The completed original **Performance Security Information** form; and
2. The completed original **Performance Security Agreement**, including all required signatures and notarizations; and
3. A copy of the completed **License to Enter Property**, including legal description of the property, all required signatures and notarizations, and recording fees; and
4. One of the following completed forms, whichever is applicable:
 - a. **Construction and Improvement Performance Bond**
 - b. **Assignment of Funds for Construction of Improvements**

B. To determine the amount of your security:

1. **Performance securities** are collected at 100 percent of cost, including materials and labor.
2. A 30 percent **contingency factor** covering inflation, contingency and City construction services will be applied to the labor and materials costs to determine estimated costs at the end of the security period.
3. Submit detailed written cost estimates from qualified contractors (including labor and materials). City staff will review the estimates and complete a **Performance Security Value Worksheet** to help you determine the correct security value.